



FISCAL/RESEARCH ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. Provide complex and highly responsible administrative duties in the study of the Police Department's administrative systems, fiscal, research, policies, procedures, and practices. Supervise the activities of the Administrative, Crime Analysis, and Alarm Units. Serve as the liaison to the decentralized ITD function within the Police Department.

Supervision Received and Exercised:

Receives general direction from the Police Chief.

Exercises direct supervision over lower level professional, para-professional, technical, and management and/or administrative assistant staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Hire and train new staff members in each of the assigned sections; facilitate and participate in team member's individual development plans; evaluate work flow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner; recommend and implement goals, objectives, policies, and procedures of the staff in the appropriate sections.
- Administer and monitor the Police Department's budget including the biennial operating and capital improvement budgets; prepare special budgets including ILJ, Mills Mall Officers; grants, TOA, etc.

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- Monitor all Police Department grants and participate in external audits for federal and state grants; monitor the fiscal component and internal audits of the RICO/asset forfeiture program; and administer and monitor all related contracts.
- Process County Jail payments; oversee the petty cash function; administer the Donation account; and monitor the procurement card program.
- Participate in Police Command Staff and Management Team meetings; prepare and edit administrative documents for the Police Chief and Assistant Police Chiefs; assist the Command Staff in developing policies and procedures.
- Present information to the City Council at public meetings; provide Council documentation and correspondence.
- Prepare monthly management reports; coordinate and prepare the Department's Strategic Issues and related updates.
- Serve as the Police Department liaison to outside agencies, vendors, academic institutions, etc.; serve as liaison with other City entities including Accounting, Purchasing, Budget, etc.; coordinate City activities involving the Police Department.
- Administer on-going Capital Improvement Project funding for technology projects in the Police Department; facilitate the prioritization and implementation of Police Department technology projects; work with ITD staff to plan and address Police Department technology projects and problems; and address IT concerns and issues from Police Department personnel.
- Facilitate and coordinate the Police Department Diversity Team and Workload Committee efforts; facilitate the Police Department's Administrative Support group.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of application. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional administrative or program management experience in a public agency, including two years of professional experience in

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finance or budgeting work preferably in a Police department. Crime analysis and/or alarm coordination experience is desirable. Some supervisory experience over professional staff is also desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

None.

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 3860

FLSA: Exempt